



TODMORDEN TOWN COUNCIL

GRANT APPLICATION FORM – MAXIMUM GRANT £3,000

Applicants should familiarise themselves with the Discretionary Grants Policy and award criteria before submitting their Grant application. Please complete all the highlighted boxes on this application form

Contact Details

Name of Organisation	Todmorden Photographic Society
Address of Organisation	
Name of person making application	
Position in Organisation	
Phone Number	
Email address	
website	

Organisation Details

What type of Organisation are you? (Delete as appropriate)	
	Unregistered Community Group/Club/Society
Do you have a constitution or a set of rules? (if yes, please enclose a copy of your constitution)	Yes
Are you part of a larger, national or regional organisation? (If yes, please give details)	No
How many trustees, volunteers and service users are there in your organisation?	20
Tell us about your organisation, its aims and the work you wish to undertake and your main activities and how you encourage engagement from all sections of the Todmorden Community	
We have a meeting every Wednesday at the Town Hall and hold an annual exhibition in November.	

Will your project have any implications in respect of climate emergency and if so, how do you intend to minimise such impact?

How will you acknowledge the Assistance of Todmorden Town Council on all promotional material - see declaration attend of application.

Website acknowledgement that Todmorden Town Council has provided a grant and the amount provided on any literature promoting the exhibition.

Project Information

Which Grant are you applying for?

Small Grant		
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What is the Purpose of grant request (delete as appropriate)

Town Hall Hire			
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Other (please state)

Project Name	Annual Exhibition
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When will your project start?	16 th November 2024
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When will your project finish?	18 th November 2024
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How will your project benefit the local community within the Todmorden town boundary?

The Annual Exhibition provides entertainment and cultural enrichment to the community.

Why is this project needed? What advantage will it bring to Todmorden?
The annual exhibition will showcase the society's work and encourage others to join.
How many people within the Todmorden town boundary will benefit from the project?
400+ people will visit the exhibition. 12 volunteers will benefit from skills development by taking part in the creation and delivery of the exhibition.
Please include dates and venue of events if applicable (include a draft programme if available.)
The exhibition will take place in the Town Hall from 16 th to 18 th November.

Financial Information/ Project Costs

Total Project Costs	£664.00
Amount requested from TTC (Must be equal to the shortfall between Figure A. Expenditure and Figure B. Income below)	£419.00
Have you previously applied for grant funding from Todmorden Town Council? (If yes please give details including when and how much)	Yes
We applied this time last year for support with the Town Hall hire element of our 2023 annual exhibition costs.	
Have you or this group previously applied for or received any other grant for this project? (If yes please give details below)	No
Applied to	
Dates of application	
Received from	
Date received/or due	
Amount received	

Budget: This budget should be for the total cost of the activity you are applying to do. Please be as accurate as you can, as you may be asked to explain any amount which is unclear.

(Please provide estimates/quotations of the proposed items of expenditure you may use as evidence on separate sheets. If you are unable to claim VAT back please ensure the gross value is put in here. And please do not round figures up)

Expenditure Description	Cost (£)
Town Hall Hire	£ 419.00
Judges Dinner	£ 75.00
Materials	£ 20.00
Refreshments	£ 150.00
Volunteer Hours (based on £10 per hour as for this project only)	
A. Total Expenditure	£664.00

Other income	
Income Description	Cost (£)
Raffle	£ 50.00
Refreshments	£ 30.00
Door Income	£ 165.00
Volunteer Hours (this should match the figure in the expenditure table)	
B. Total Income	£245.00

C. Total Grant Requested from the Town Council	£419.00
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Organisation Financial Information

Level of Reserves Held at application date	£4,546.83
Bank Statement(s) Balance at application date	£4,546.83
Total value of Assets Held	£0